

R10 InfoPage

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Health & Safety Issues of Concern During Building Renovation

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Questions	Answers
1. What will be done to control dust and dirt during construction? What procedures can we expect to result in increased dust/dirt? At what point in the construction process will these occur?	<p>Demolition and drywall installation and sanding for finish of gypsum wall board (GWB) are activities which typically will produce dusty conditions, however the contractor will provide protection from these activities impacting building environments outside of the construction areas.</p> <p>The contractor will install temporary dust barriers to segregate dusty areas from occupied building space and will establish negative air pressure zones within dusty work areas to prevent dust migration into occupied areas. If needed, air filtering machines will be employed to provide further protection from dust migration into occupied spaces.</p> <p>Finally, the Contractor has prepared and is following an Indoor Air Quality (IAQ) Management Plan that is intended to reduce indoor air quality problems resulting from construction. The IAQ includes measures for HVAC protection, source control, pathway interruption, general housekeeping provisions and appropriate construction sequencing</p>
2. Will there be air quality sampling during renovation? When and how often? How will EPA get access to the results?	<p>Continuous air quality sampling is not planned or typically required in modern remodel projects. The dust control measures outlined in #1 are usually sufficient to keep dust migration to a minimum, which makes continuous monitoring unnecessary.</p> <p>As construction and furnishing of each floor comes to an end, an IAQ contractor will conduct air quality sampling which will be repeated after testing and balancing of the mechanical systems on the floor. The results will be reviewed and accepted by GSA prior to acceptance of the completed space and occupancy by EPA staff.</p> <p>See # 18.</p>
3. How will "venting" occur during construction to control for smells, dust and dirt?	<p>As needed, ambient air will be Hepa filtered before being discharged to the exterior of the building. The contractor will also seal entrances to stair towers and elevator lobbies on floors undergoing construction.</p> <p>See also #10 and #18.</p> <p>Although a rigorous program is being implemented to reduce the impacts of construction, remodel construction is inherently disruptive – especially in an occupied building. These measures are intended to protect health and safety and reduce, but not eliminate, impacts. For that reason, we can expect to see, hear or smell construction activities from time to time.</p>
4. How will Material Safety Data Sheets (MSDS) be made available for EPA review? Can they be posted somewhere electronically for easy access by EPA H&S staff?	<p>The government's lease requires the Lessor to provide MSDS's to EPA.</p> <p>In addition, the Master Collective Bargaining Agreement,</p>

	<p>distributor on chemicals to which bargaining unit employees may be exposed.”</p> <p>Also, 29 CFR 1910.1200(g)(8) states that employers must ensure Material Safety Data Sheets are readily accessible during each work shift to employees when they are in their work area(s).</p> <p>Historically, hard copies have been provided to Andy Hendrickson and added to a binder. For the remodel project, the Lessor/Contractor will provide electronic MSDS's to the government. Generally, MSDS's have been provided to employees upon request only.</p>
5. The Region will need a provision for periodically leading “tours” of key EPA personnel through spaces still under construction.	<p>When necessary, the Region will request access from the Lessor through GSA for the purpose of leading special tours. Mark and Grady are setting up a four hour training class to identify H&S issues for periodic visitors to the construction zone. The course will be made available to team members who will need to access construction areas periodically.</p>
6. The Region will need a plan for engaging GSA and GSA's contractor(s) and the GSA Construction Manager in addressing employee concerns and complaints in a timely manner during construction. EPA desires to be pro-active with regional staff about what impacts to expect and how to raise issues of concern.	<p>The Region will use the September 2013 document titled “Responding to Building Operation/Renovation Related Employee Work Environment Impacts” for this purpose. The plan was developed in conjunction with GSA and the Lessor and can be found on the Park Place Remodel website.</p> <p>Employee concerns will be brought to the attention of one of the EPA remodel team members and forwarded to GSA for resolution with the Lessor. Once resolution is achieved, a response will be provided by one of the EPA remodel team members to the employee.</p> <p>In addition, employees can follow construction progress by reviewing the weekly/bi-weekly construction updates that are being posted to the Info Page and Park Place Remodel website. The updates include a summary of work in place and ongoing, and a three week look ahead.</p>
7. What type of work will be required to be performed in occupied spaces? When will that work be accomplished, e.g., after hours, weekends, during the work day? What precautions will be taken?	<p>The Contractor has identified a range of activities that will need to occur above the ceilings of occupied space. These may include electrical, plumbing, structural steel and data line installation activities.</p> <p>Work in occupied space will occur on the following floors: Phase 1: floors 15 & 19. Phase 2: floors 13 & 18. Phase 3: floor 11. Phase 4: floor 9. Phase 5: newly built out 17th floor.</p> <p>All work in occupied space will be accomplished during off-hours/night shift work. The contractor will provide at least 72 hour notice to EPA/occupants to allow appropriate action to avoid disruptions to work schedules.</p> <p>Any impacted workstations will be protected by visqueen and cleaned/vacuumed prior to the start of the workday. For larger areas, the entire area will be tented off with visqueen and ventilated.</p> <p>See # 25.</p>
8. What noise can we expect to hear during the work day? What efforts will be taken to minimize this?	<p>The Region 10 remodel is not the only construction work that will occur in the building over the two year duration of the remodel. The building landlord will also be doing work from time to time associated with non-EPA tenants, some of which is happening right now.</p> <p>In order to manage impacts on all building tenants, the building landlord has very specific rules/regs on what contractors can and can't do during the day.</p>

	<p>requires the noisiest work to be accomplished overnight.</p> <p>Building rules allow noise generating work to occur between the hours of 5:30 PM to 7:30 AM. Overnight construction activities on the EPA remodel project will be wrapping up by about 7:00 AM and noise generating work should cease no later than 7:30 AM. If that's not the case, please inform a member of the remodel team and they will work with GSA to investigate.</p> <p>While day time noise should be minimal, similar to traffic noise from outside, some construction noise/inconvenience is to be expected during the day. Wall board installation may be the most obvious with the distant sounds of muffled screw installation.</p> <p>If this significantly impacts an employee, they should consider making an adjustment to their schedule, asking their supervisor for permission to work at home for a limited time (episodic flexiplace), temporarily relocating to the library or another vacant spot on a different floor, or wearing earplugs.</p> <p>See # 19.</p>
9. Will EPA have direct access to contractors and the Lessor to raise concerns? If not, what procedures should we follow to ensure that concerns are raised and addressed in a timely manner?	<p>Communications with the Lessor will be through GSA, not EPA directly. GSA will typically have a representative on site during normal working hours.</p> <p>EPA staff questions will be referred to an EPA remodel team member (Mary Kay, Andy, Joann, Jonell) for response per the communications protocol identified in #6 above.</p> <p>Members of the remodel team will work with GSA to acquire info/response from the Lessor/Contractor and will respond to the employee.</p>
10. What smells can we expect to experience during the work day? What efforts will be taken to minimize this?	<p>Adhesives, sealants, paints and coatings used during construction can all produce an odor.</p> <p>EPA has specified the use of low emitting materials consistent with LEED accreditation and the Contractor is adhering to an Indoor Air Quality (IAQ) Management Plan in order to meet the stringent requirements of LEED.</p> <p>See #1, #3 and #18 for more information.</p> <p>EPA staff should raise questions/concerns to a remodel team member who will coordinate with GSA to investigate and obtain a response.</p>
11. Can we expect to see increased vehicle traffic in and around the building during construction? What will be done to ensure the safety of building occupants? Where will be the primary egress points to the building by contractors? What would be expected around both lobbies, sidewalks, and in the various levels of the parking garage and loading area?	<p>While we do expect increased traffic in the vicinity of our building, construction traffic will be focused in and around the parking garage and loading dock. Major deliveries will be off hours for least impact to the building occupants.</p> <p>We expect increased garage use due to workers parking in the garage.</p> <p>Construction workers will access the building on level 1. Those workers wearing and/or carrying tools will access the building from minus 1.</p> <p>Most construction equipment and material will be stored within the active construction spaces.</p> <p>The Contractor is practiced in working near building occupants and access spaces. They will take action to provide a safe environment around these areas and</p>

<p>12. Staff will have security concerns and questions about contractors working on-site. What security provisions will be put in place? What should we advise our staff about the presence of outside contractors both during business hours and after-hours?</p>	<p>The work will follow the provisions of EPA's Tenant Improvement Security Access Requirements and EPA Region 10's Physical Access Practice.</p> <p>Contractors accessing EPA occupied space will have "Security Badged" individuals present and monitoring activities at all times construction is going on in an area.</p> <p>Badging approach for construction contractors:</p> <ul style="list-style-type: none"> • All contractor personnel accessing EPA space should fall into 1 of 2 categories 1. The individual undergoes a background investigation and if approved by EPA's personnel security branch they get badged for entry, or... 2. The individual has not undergone a background investigation and while in EPA occupied space he/she is to be escorted by someone who has been badged. • This decision logic applies to all personnel in EPA space, including outside contractors. • GSA badges are accepted in EPA space. <p>Construction Contractors not accessing EPA occupied space:</p> <ul style="list-style-type: none"> • Badging is not required when the construction workers are in space that EPA does NOT occupy. • When the constructions workers are in EPA occupied space, they are to be either badged by EPA or GSA or escorted by someone who is. • Construction will be occurring both during the business day and after hours. The background investigation / badging rules apply 24/7. <p>Don't be scammed:</p> <ul style="list-style-type: none"> • During construction projects outsiders who have nothing to do with the project often portray themselves as construction workers. They will attempt to enter the building and steal what they can. • If a person unfamiliar to you attempts to enter EPA space and they are not badged or escorted, immediately ask them to leave and contact 1. Building security @ 623-3603, then 2. Peter Rubenstein @ 553-1067.
<p>13. Could disturbance of existing, presumably older water pipes result in sedimentation or discoloration of building drinking water? What can be done to prevent this?</p>	<p>The typical procedure for the construction team is to do a shutdown when the potable water system is involved. This will be done with prior notice, working usually Friday evening thru Sunday.</p> <p>This allows time to do the work, do a chlorination cleanse/ treatment of the system and then do a total flush of the system with potable water, and finally testing of the water quality to ensure that the water system is ready to be used again at the beginning of the work week.</p>
<p>14. In the past, when the fire suppression system was breached, some reports of headaches and disorientation were made presumably due to the release of a small amount of noxious gas. What will be done to ensure this doesn't happen again?</p>	<p>Lease requirements prohibit the fire suppression system from being disturbed during the work day for this reason.</p> <p>Lessor/Contractor has indicated that this type of work will be done on the night shifts.</p> <p>Also, negative air machines will be used during these activities to scrub the air and exhaust to the outside.</p> <p>EPA staff should raise any question or concerns to an EPA remodel team member who will coordinate with GSA to investigate and respond to the inquiry.</p>

<p>projects which may adversely impact the office space, (traffic, noise, odors, dust, etc)? EPA would need to be able to notify staff ahead of time to plan for flexiplace or staff working in flex cubes.</p>	<p>relayed.</p> <p>Participants will discuss the work on a 3 week look -ahead basis and info will be available to coordinate and advise EPA staff of upcoming potential disruptions/activities.</p> <p>Periodic construction updates will be posted to the Info Page and linked to the Park Place Remodel website. The updates will include a three week look ahead.</p> <p>Real time advisories will be sent via e-mail to R10 staff as needed.</p> <p>See also #19.</p>
<p>16. Can we get weekly updates on construction progress? What will the format be for those updates? Can we share those with our staff, maybe post to a website? Can we get photos of ongoing work to share with our staff?</p>	<p>GSA is providing a weekly report that is being posted to the Info Page and to the Park Place Remodel website. Photos will be made available as appropriate.</p>
<p>17. What provisions will be made to ensure that emergency exit signage will appropriately direct staff during the construction phase? In general, fire and life safety needs to be addressed ahead of time for EPA employees and construction workers. Since smoke detectors can be set off by dust, how will we know if a fire alarm is real?</p>	<p>The Lessor/Contractor is responsible for posting the appropriate signage to direct the safe exiting of the building in case of an emergency.</p> <p>The Lessor/Contractor is "safing off" areas to prevent dust from setting off false alarms . However, there is no such thing as a false alarm. Treat every alarm as real unless there is an announcement that precedes it, announcing it as a test.</p> <p>Contractor's emergency signage will be posted as required to insure appropriate exiting from the building in case of emergencies.</p> <p>The signage will change according to the locations of construction activities. Initially the work begins on the 21st & 20th levels and works down the building.</p>
<p>18. New products (e.g., carpet, paint, and fabrics) often smell and release gasses that could be a problem for sensitive people. What will be done to manage the off-gassing of new products before employees occupy their new spaces?</p>	<p>EPA has committed to achieving a number of LEED credits specific to minimizing the release of chemicals into the workplace. As a result, EPA has specified low-emitting materials be used for adhesives & sealants, paints & coatings, flooring systems, composite wood & agrifiber products, as well as in our systems furniture and seating.</p> <p>Also, an Indoor Air Quality (IAQ) contractor will conduct pretesting of the Indoor Air Quality prior to Test And Balance (TAB) of the HVAC system. Then, once TAB is completed, Final IAQ testing will be conducted, reviewed, and "signed off" prior to GSA acceptance of the spaces and prior to occupancy by EPA staff.</p>
<p>19. The liberal use of flexiplace during specific periods of build out disruptions should be elevated to R10 management for discussion. See also information about Contractor/Lessor communications in #15 above. With enough lead time, we can communicate to staff and encourage folks to work from an alternate work station (AWS).</p>	<p>We expect brief and limited periods when staff may be disrupted by construction activities (e.g., noise, odor, dust, etc) or when work on occupied floors may cause an inconvenience (e.g., early/late working hours). While efforts will be taken to minimize these instances, some inconvenience is inevitable. In these instances, we expect to employ:</p> <p>1) <u>Flex cubes</u> - The establishment of alternate work stations throughout the Regional office where staff can temporarily relocate. Efforts are currently underway to make spaces available on all floors.</p> <p>2) <u>Episodic Flexiplace</u> - Supervisory approval of an episodic flexiplace agreement for individuals</p>

	<p>impacts to be temporary, sporadic, and short term.</p> <p>Since this arrangement would be for use of Episodic flexiplace, not Regular flexiplace, a waiver to the current two days per week allowance of Regular flexiplace is not warranted. In addition, HQ has confirmed that they can only grant a waiver to non-bargaining unit employees since there is a Union agreement on this.</p> <p>In addition, the 1997 Flexiplace Policy and 1998 AFGE Flexiplace Agreement support the envisioned use of episodic flexiplace (i.e., we are using the flexibilities already allowed for episodic flexiplace to allow short term flexiplace for more than 2 days per week).</p>	
<p>20. When staff move into their new workstations it is envisioned that adjustments will need to be made for individual body needs and preferences, e.g., work surface height adjustments. Will the stationary work surfaces be adjustable to specific heights? How will staff identify a need for adjustment? Can some general guidelines be prepared and made available to staff regarding appropriate work surface height? Who will assist to ensure that the adjustment is appropriate?</p>	<p>All work surfaces will be adjustable. Herman Miller (HM) will do the original install at 30" standard ergonomic heights. Staff can immediately use their sit/stand work surface. HM installers will be onsite for the first day or two after move-in and will visit each workstation to make any needed adjustments.</p> <p>Some further assistance from Region 10 health & safety (H&S) staff may be available as part of our pursuit of the LEED ergonomic credit.</p> <p>The Region 10 Facility staff in OMP do not anticipate providing keyboard trays as the sit/stand work surface can be adjusted to typing posture.</p> <p>Gel pads would be a H&S issue which can be taken up with the regional H&S staff.</p>	
<p>21. Staff will be expected to pack the contents of their work spaces. Some staff may need assistance with packing up their workstation. How should we deal with this? Is there a process to identify a need for assistance in packing/moving? Should we provide info and/or training to minimize injuries during this process?</p>	<p>Mark/Grady will provide instructions to be included with move packets. Staff will need to work with their office move coordinator to identify a "packing buddy" if assistance is needed.</p>	
<p>22. Will there be flex-cubes established in the building that staff could access to work from if conditions in their work area are uncomfortable, e.g., smells, dust, and noise?</p>	<p>Andy and Joann are working with the Analysts to identify flex cube locations throughout the Region. In the meantime, staff may request approval of Flexiplace from their supervisors or they may re-locate temporarily to the library or a vacant workstation on another floor.</p> <p>See #19 above.</p>	
<p>23. During construction, how will the Lessor evaluate and manage any hazardous materials that may be present?</p>	<p>A hazardous materials survey was conducted prior to the construction start.</p> <p>Material Safety Data Sheets are being collected, reviewed and submitted for all new products going into the build-out.</p> <p>All construction workers are being awareness trained.</p> <p>The Contractor's Asbestos Abatement Plan was reviewed by EPA headquarters health and safety personnel. The plan gives the scope of work which would be performed, if any asbestos containing material (ACM) is found during the demolition activities.</p> <p>The demolition sub-contractor is also the abatement sub-contractor and has</p>	

<p>24. How will construction waste be managed during construction? What efforts will be undertaken to reduce waste and divert as much material from the landfill as possible? Will EPA staff be able to request/obtain salvaged materials?</p>	<p>Due to safety concerns and contractual requirements, EPA staff will not have access to construction dumpsters or salvaged materials. The contractor's goal is to divert 75% of the waste generated from construction by recycling, salvaging and reclamation efforts.</p> <p>The Contractor is following a Construction Waste Management Plan which includes source separation, waste hauler requirements, a plan for salvaged materials, waste reduction, composting, recycling, carpet and acoustical ceiling panel reclamation, and prohibited waste disposal methods.</p> <p>NOTE: The Contractor will be collecting recycle materials in a single dumpster and will sort and certify recyclables off site. For this reason, it may appear that recyclables are being thrown away, which is not the case.</p>
<p>25. What existing personal items can I take with me to my new workstation and what items should I take home?</p>	<p>After seeing the modular mock-ups on 16, if you have large pieces of personally procured furniture (lamps, bookcases, etc.) you may want to make arrangements to take them home prior to your scheduled move.</p> <p>Additionally if you have any items of value (original or limited edition prints, collectibles, etc.) you may want to consider taking those home too for safe-keeping. The Contractor will at times need to access the ceilings of the floors we currently occupy. While they will take precautions to mitigate the impacts of that activity, we too need to be proactive and protect the things that have value to us by removing them from harm's way.</p> <p>Please click on this link to see the "Allowable Items in Workstations" guidelines developed by the Transition and Occupancy Move Action Team with participation from the Union. Upon review, you may find that there are other items you should consider taking home because they will be prohibited in your new workstation.</p> <p>See also #7 above.</p>
<p>26. Will there be increased traffic in the Seneca Street pull out during construction? This could impact clients of the Green Tree Child Care Center.</p>	<p>The Lessor does not expect increased traffic in the pull out because deliveries are rarely made to the second floor entrance and the parking is limited to 3-minutes.</p> <p>The Lessor will remind construction vendors/workers to park elsewhere since this parking area is used by the child care parents. The child care center has been advised to notify the Lessor if this becomes an issue.</p> <p>See #11 above.</p>

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